



# RECORDS RETENTION SCHEDULE

DEPARTMENT OF VETERANS AFFAIRS  
Office of Kentucky Veterans Centers  
Schedule Date: December 2001  
Change Date: March 2003



Prepared by  
**STATE RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Veterans' Affairs  
Office of Kentucky Veterans' Centers  
Veterans' Centers

**Schedule Date:** December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04603	Medical Record File (C) KRS 61.878 (1) (a) Change Date: 3/13/03 (V)	I	Destroy six years after resident's death or discharge	
04604	Incident Report File (C) KRS 61.878 (1) (a) (V)	3	Destroy	
04605	Quality Assessment Report File Change Date: 3/13/03	6	Destroy after audit	
04606	Schedule II Prescription File (C) KRS 61.878 (1) (a); 38 U.S.C. 3301 (V)	5	Destroy after audit	
04607	Narcotic Disposition Record File (C) KRS 61.878 (1) (a) (V)	5	Destroy after audit	
04608	In-Service Education Record File Change Date: 3/13/03	I	Destroy six years after termination of employment, and audit	
04609	Staff Schedules	2	Destroy after audit	
04610	Material Safety Data Sheets - (Pertains to hazardous chemical usage)	I	Destroy thirty years after issuance of data sheet	
04611	USDA Commodity Food Record File	3	Destroy after audit	
04612	Day Care Facility File (C) KRS 61.878 (1) (a)	I	Destroy five years after child leaves the facility, and audit	
05326	Residents' Financial/Veterans Affairs File (C) KRS 61.878 (1) (a) (V)	I	Destroy five years after resident's discharge or death, and audit	